

2017 eMPower Testing Times

Math & ELA/Literacy Grades 3-8

Accommodations Upload Feature Quick Start

As of the beginning of the spring 2017 administration, users may upload accommodations in bulk via the Upload Accommodations feature within the Students tab. For more details, please see [2017 MEA Portal User Guide](#) pages 32-37.

The screenshot shows the MEA portal interface. At the top, there are navigation tabs: Home, Site Setup, Students (selected), Classes, Test Sessions, and Dashboard. The user is identified as 'District Assessment Coordinator'. Below the tabs, the page title is 'Students in Grand Canyon Elementary School'. There is a dropdown menu for 'Grand Canyon Elementary School (Grand Canyon Dist...)' and a search bar for 'Search By State Student ID:'. A green button labeled 'Upload Accommodations' is highlighted with a red box. Below this is a table of students with columns: Last Name, First Name, Middle Initial, State Student ID, Grade, View Classes, Enrollment Info, and Edit. The table lists 10 students, including 'AccommodationsII', 'eeee', 'Fifty Two', 'Five', 'Five', 'Five Hundred', 'Five Hundred and Eight', 'Five Hundred and Eighteen', 'Five Hundred and Eighty Eight', and 'Five Hundred and Eighty Five'. At the bottom, it says 'Showing 1 - 10 of 501' and 'Page 1 of 51'.

Click the Upload Accommodations button to open the Accommodations Upload page. From here, you may either download the accommodations upload template, or choose a previously created CSV file.

Clicking the Download Template link will download the correct file template needed to upload accommodations.

The screenshot shows the 'Upload Accommodations for Students in Grand Canyon Elementary School' page. It has a navigation bar with Home, Site Setup, Students (selected), Classes, Test Sessions, and Dashboard. The page title is 'Upload Accommodations for Students in Grand Canyon Elementary School'. Below the title, there is a section 'Select a file to be uploaded' with a green icon and the text 'Download Template'. Below that is a 'Choose File' button and the text 'No file chosen'.

The Accommodations Upload template contains one column for the student ID number followed by a column for each accommodation. Enter a "1" to assign an accommodation to a student, a "0" to remove an assigned accommodation, or leave the cell blank to make no changes to a student's accommodation assignment.

	A	B	C	D	E	F
1	State Student ID	Text-to-Speech Writing	Text-to-Speech Mathematics	Color Contrast	Turn off all universal tools	Scrib
2	900223717	1	1	1		1
3	919069490	0	0			
4	904853978					
5	929024589	1				0